

Occupancy Permit Application

Village of Heyworth

108 S. Buchanan Street
P.O. Box 439
Heyworth, IL 61745-0439
P: (309) 473-2811
F: (309) 473-2291



Check the type of occupancy permit being applied for:*

CERTIFICATE OF
OCCUPANCY

☐

INDIVIDUAL
OCCUPANCY
PERMIT

☐

TEMPORARY
OCCUPANCY
PERMIT

☐

*To find out which type of occupancy permit applies best to your situation, please refer to the instruction sheet.

Check the type of construction applicable to the structure to be occupied:

NEW

☐

RECONSTRUCTED

☐

REMODELED

☐

Site Address:	Owner/Applicant Name:
	Owner/Applicant Address:
	Owner/Applicant Phone Number:
Description of Structure to be Granted Occupancy: (e.g., single family residence, or grocery store, or units 100 thru 120 of apartment building)	

Check off each of the requirements for the appropriate occupancy permit. In so doing, the owner/applicant attests that they have satisfied these requirements in accordance with Village standards.

	<i>Certificate of Occupancy</i>	<i>Individual Occupancy Permit</i>	<i>Temporary Occupancy Permit</i>
<i>The structure or dwelling unit has been erected or structurally altered in conformance with Village standards and other health and building laws</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>The structure or dwelling unit has been erected or structurally altered in conformance with the building permit issued for this structure</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>The structure has been substantially erected or altered in conformance with Village standards and other health and building laws</i>			<input type="checkbox"/>
<i>The structure has been substantially erected or altered in conformance with the building permit issued for this structure</i>			<input type="checkbox"/>
<i>The lot on which the structure occupies has been approved, filed and recorded in accordance with Village standards</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The structure is connected to an appropriate potable or water distribution system</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The structure is connected to an appropriate septic or sewer system</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>An appropriate road surface allowing for ingress and egress to the property has been established in accordance with Village standards</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Final grading has been completed in accordance with the approved construction documents for the subdivision</i>	<input type="checkbox"/>		
<i>Lot areas, including areas between the sidewalks and curbs, have been stabilized by seeding and mulching</i>	<input type="checkbox"/>		
<i>Work on those portions of the building not being occupied has advanced to the degree that individuals occupying the remaining portions will not be endangered by construction in progress and the building is safe for the area occupied</i>		<input type="checkbox"/>	

For Office Use Only:

Application Date:

Permit Fee: \$50

Permit Issued:

Instructions for Filling Out “Occupancy Permit Application” and Obtaining Permit

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1. In lieu of a certificate of occupancy, the following permits may be applied for:
 - a. *Individual Occupancy Permit* – An individual occupancy permit may be issued to multi-tenant commercial buildings or multi-family residential buildings on a store-by-store or unit-by-unit basis if the structure as a whole is not sufficiently completed to be eligible for a certificate of occupancy. The individuals using the portions of such buildings for which the permits are to be issued shall not be endangered by construction in progress and the building shall be safe for the area occupied.
 - b. *Temporary Occupancy Permit* – A temporary occupancy permit may be issued when adverse weather conditions do not permit for compliance of all of the requirements of a certificate of occupancy. For the purpose of temporary occupancy, “substantially completed” shall apply to those structures satisfying all requirements for safety and code compliance but incomplete in non-essential functions (e.g. shingles or gutter) and/or incomplete in aesthetical detailing. The final determination of whether a structure satisfies the requirements of “substantial completion” shall be made by the zoning administrator, or in the event that office is vacant, by the Building Inspector, or in the event that office is vacant, by the Superintendent of Public Works.

If a temporary occupancy permit is applied for, the applicant shall include a statement covering the remaining items of work to be completed, denoting the reasons for which the temporary occupancy permit is requested, and certifying that the work can and will be completed within the duration of the temporary occupancy permit.
2. The Zoning Administrator, or in the event that office is vacant, the Building Inspector shall administer the review of the “Occupancy Permit Application” and inspect the applicable structure and property to determine if the structure and property are in compliance with the Village Codes. In the event that the offices of the Zoning Administrator or Building Inspector are vacant, the Superintendent of Public Works shall inspect the applicable structure and property to determine if the structure and property are in compliance with the Village Codes for the water system, sewer systems and appropriate road surface requirements only and the Chairman of the Zoning Committee shall administer the review of the “Occupancy Permit Application.”

3. A Permit Fee in the amount of \$50 shall be due at the time the permit application is submitted. Please make checks payable to "Village of Heyworth".
4. For the purposes of occupancy, an "appropriate road surface" shall consist of a minimum of 8" of aggregate base, or as approved by the Village engineer. However, the preferred road surface shall be as described in Section 12-5-5(G) of the Subdivision Regulations. The appropriate road surface shall apply to the section of public roadway connecting the property to a section of public roadway previously accepted by the Village for public dedication. It shall also apply to the first 100 feet of roadway into the property or to the point where the roadway terminates at the principal structure or garage on the property, whichever occurs first.
5. Review of the application shall be completed within 14 calendar days of its receipt.
6. It is the responsibility of the owner to satisfy any additional permitting requirements of the Village and of other relevant permitting authorities and to pay all costs associated with obtaining the necessary approvals to construct the proposed improvements.
7. The "Individual Occupancy Permit" and the "Temporary Occupancy Permit" shall expire at the end of 180 days. A six month extension of a permit may be granted for an additional fee of \$50.

Certificate of Occupancy

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F: (309) 473-2291



A certificate of occupancy is hereby issued to _____
Owner/Applicant

for _____
Description of structure

located at _____
Site address

by the Village of Heyworth, IL, this _____ day of _____, _____.
Day Month Year

Name (printed)

Signature

Title of Authorized Village Officer

Individual Occupancy Permit

Village of Heyworth

108 S. Buchanan Street
P.O. Box 439
Heyworth, IL 61745-0439
P: (309) 473-2811
F: (309) 473-2291



An individual occupancy permit is hereby issued to _____
Owner/Applicant

for _____
Description of structure

located at _____
Site address

by the Village of Heyworth, IL, this _____ day of _____, _____.
Day Month Year

This permit shall expire on _____, _____.
Month Day Year

Name (printed)

Signature

Title of Authorized Village Officer

Temporary Occupancy Permit

Village of Heyworth

108 S. Buchanan Street
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A temporary occupancy permit is hereby issued to _____
Owner/Applicant

for _____
Description of structure

located at _____
Site address

by the Village of Heyworth, IL, this _____ day of _____, _____.
Day Month Year

This permit shall expire on _____, _____.
Month Day Year

The items to be completed before a Certificate of Occupancy is granted for this property are as enumerated below:

Name (printed)

Signature

Title of Authorized Village Officer